

MEMORANDUM

TO: Applicants

FROM: North Reading Community Planning Commission

SUBJECT: Guideline for Processing Applications

The Community Planning Commission wants to process applications as speedily as possible. We understand the Regulations are complex and often confusing. The Regulations are designed to deal with different situations from large scale developments to simple boundary changes. Therefore, not all the Regulations may be applicable to your application.

It is recommended that before you file your application, you discuss your proposal informally with the Planning Administrator. The Planning Administrator will review your project for conformance with the Town's Regulations and advise you on procedures for obtaining approval. Call (978) 664-6050 for an appointment.

The key to receiving a prompt decision is to have all the necessary information in to the Planning Office before the Community Planning Commission board meeting. All applications MUST be submitted to the Planning Office twenty one (21) days prior to the Community Planning Commission meeting at which it will formally be reviewed. The Planning Department will schedule you for a Public Hearing. In order to be scheduled, your application must be complete.

We recommend that you meet with the Planning Administrator when you submit your application to ensure that everything is in order.

Copies of the Regulations are available for your review, or purchase, in the Planning Office, Town Hall.

PRELIMINARY PLAN - SUBDIVISION OF LAND

APPLICATION PACKAGE

In order for the Community Planning Commission to consider an application packet “COMPLETE” all of the following items must be submitted:

1. Filing fee (\$250.00 + \$75.00 per lot)
2. Complete application form (Form B)
3. Nine (9) copies of the plans
1. Evidence of filing with Town Clerk
(To be provided by the CPC office at the time of submittal.)
2. Letter of authorization if applicant is other than owner
3. A brief letter of explanation describing the proposal
4. Complete certified list of abutters
(Obtainable from North Reading Assessing Office.)

NOTE: All costs incurred from legal advertisements and abutter notices will be borne by the applicant.

**TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION**

FORM B

APPLICATION FOR APPROVAL OF A PRELIMINARY PLAN

File one completed Form with the Community Planning Commission together with the original and eight

(8) copies of the plan in question; and file a copy of this application with the Town Clerk in accordance with Section III, B-1.

Date of Filing

Received By

Date

To the Community Planning Commission:

The undersigned, being the present record owner of all land included within a proposed subdivision shown on the accompanying plan entitled drawn by _____ dated

Being land bounded as follows:

hereby submits said plan as a PRELIMINARY Subdivision Plan in accordance with the Rules and Regulations of the North Reading Community Planning Commission and makes application to the Commission for approval of said plan.

The undersigned's title to said land is derived from

by deed dated _____ and recorded in the Middlesex County Registry of Deeds Book _____, Page _____, registered in the Middlesex County District Land Court, Certificate of Title No. _____ and shown on North Reading Assessor's Map Number(s): _____ Parcel(s):

Print Name of Applicant or Agent:

Signature of Applicant or Agent:

Address:

Print Name of Owner if other than Applicant:

Signature of Owner if not the

Applicant: _____ Address:

#	CHECK LIST FOR PRELIMINARY PLAN SUBMITTAL - DESIGN CHECK	YES	NO
1.	Form B Review,		
2.	Proper title, north arrow, date, scale, legend, etc.		
3.	Name and address of record owner,		
4.	Name and address of sub-divider,		
5.	Name and address of engineer and surveyor,		

6.	Name of all abutters certified from Town of North Reading Assessors Office,		
7.	Existing and proposed streets,		
8.	Existing and proposed easements,		
9.	Major features, trees, water bodies, fences, walls, buildings, ditches, swamps, etc.		
10.	Proposed sewage disposal systems (review Master Plan),		
11.	Proposed water mains (review Master Plan),		
12.	Proposed drainage - including existing natural waterways (review Master Plan),		
13.	Lot boundary lines, area and dimension,		
14.	Name, location and widths of adjacent streets,		
15.	Topographic map of land with 2' contours.		
16.	Water bodies and elevations with date of measurement,		
17.	Proposed names of streets,		
18.	Profiles of existing and proposed grades for roadway,		
19.	Profiles of proposed drains,		
20.	Plan of proposed utilities (underground).		
21.	Area of adjoining land and water owned by the applicant if not being subdivided now.		
22.	Zoning classification.		
23.	Engineering calculations to provide information on public safety.		
24.	Areas to be shaded where lots are excavated or filled.		
25.	All design standards adhered to.		
26.	Review soil maps and classification.		